

**Subject:** Time sensitive Re: Press conference location.

**From:** Belinda Jackson

**Date:** 11/20/2018, 4:16 PM

**To:** Joella Hopkins

**CC:** Louise Capone , Louise Capone <louise.capone@lacity.org>, Patricia Delgado <trish.delgado@lacity.org>, Gus Sedano <gus.sedano@lacity.org>

**BCC:** Sophia Pinacortez <Sophia.Pinacortez@lacity.org>

Hi

Where do you want the set up for the Press conference at 4:30pm? Louise thinks we should not have near the tree. What do you think. Thanks

Sent from my iPhone

On Nov 19, 2018, at 1:56 PM, Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:

Awesome sauce! I'd love to see.

Rentals - do we need additional booths, tables, chairs, speakers, linens, lighting? I can ask them for the big button or switch prop.

Talk soon.

**Joella Hopkins**

DTLA Area Director & Strategic Media

Office of Councilmember José Huizar

City of Los Angeles | Council District 14

City Hall

[200 N. Spring St | Room 465](#)

[Los Angeles, CA 90012](#)

[\(213\) 473-7014](#) office | [\(213\) 847-0680](#) fax



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On Mon, Nov 19, 2018 at 1:50 PM Louise Capone <[a](#)> wrote:

To begin the beautiful tree dropped this morning. We video taped it so you can see it.

What do you mean by rentals?

I will work with Belinda on a rep from RAP.

All systems look good for a fun evening including Santa. I'm looking for a big red button thingy to push to turn the tree lights on.

L

Sent from my iPhone

On Nov 19, 2018, at 1:39 PM, Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:

Hi team.

Louise, thank you for sending over the updated timeline. Looks great.

In terms of speakers, we can have a CD14 rep speak, will someone on behalf of PS speak? or RAP?

What else do we need to manage from our end? Do you have the rentals in place, etc? Please let me know so I can jump on anything else.

Best,

**Joella Hopkins**

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On Fri, Nov 16, 2018 at 1:26 PM Louise Capone <[louise.capone@lacity.org](mailto:louise.capone@lacity.org)> wrote:

Hi There,

Please see reworked time line for Christmas tree lighting ceremony. Please let me know if this works.

L

On Fri, Nov 16, 2018 at 1:10 PM LCapone <

> wrote:

Let me rework the time line. Thanks

On Fri, Nov 16, 2018 at 1:04 PM Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:

Hi there.

I have the event from 430 - 730. Can we edit a bit?

Also, I'd love to push the actual lighting ceremony to 6 - this way people can get off work, grab families and get there. So, speaking at 6/lighting immediately after.

Yeah?

**Joella Hopkins**

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On Fri, Nov 16, 2018 at 12:58 PM Louise Capone <[louise.capone@lacity.org](mailto:louise.capone@lacity.org)> wrote:

Joella,  
Please see attached the time line for the tree lighting ceremony.  
Let me know if it works for your team.  
Louise

--

Louise Capone  
Sr. 2 Recreation Director  
Pershing Square Outdoor Concert and Event Center  
City of Los Angeles Department of Recreation and Parks

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No problems just solutions.

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Louise Capone  
Sr. 2 Recreation Director  
Pershing Square Outdoor Concert and Event Center  
City of Los Angeles Department of Recreation and Parks

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